

1. Prepare a Training Course Report for each District represented at the training course.
2. Be sure the unit number, participant name (spelling), and position in scouting is correct.
3. Use the following position designations:

CM- Cubmaster
CA- Assistant Cubmaster
TL- Tiger Cub Den Leader
DL- Den Leader
DA- Assistant Den Leader
WL- Webelos Den Leader
WA- Webelos assistant Den Leader
PT- Pack Trainer
SM- Scoutmaster
SA- Assistant Scoutmaster
VC- Varsity Coach
VA- Assistant Varsity Coach
EA- Exploring Advisor
AA- Exploring Assistant Advisor
NL- Venture Crew Advisor
NA- Crew Associate Advisor
SK- Skipper
MT- Mate
CC- Committee Chairman
MC- Committee Member
CR- Chartered Organization Representative
UC- Unit Commissioner
ADC- Assistant District Commissioner

4. Fees paid column- enter the fee amount as it is received.
5. This is a course completion report. Please only enter the names of the participants that complete the courses indicated. Also indicate all courses that they complete.
6. The distribution of the copies are as follows:

White copy -	Training Services and master file
Yellow copy -	District Executive
Pink copy -	District Training Chairman
7. Return the course report with the fees and any unused training supplies (notebooks, leader books, trained stripes) to Training Services within 7 days of completion of the course.

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